Section 8.2.1 - Leave/OT Inquiry

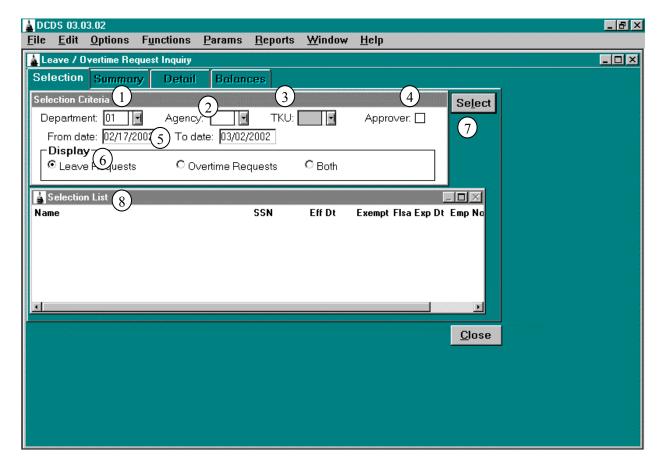
Section 8.2.1 FUNCTIONS MENU Leave/OT Inquiry

Purpose	This section provides the procedures for users to view information on a leave or overtime request on a detail or summary level. This window also displays an employee's current leave balances.	
Window	Leave/OT Inquiry	
Reminders	1. The Leave/OT Inquiry window is accessed through the Functions, Leave/OT Inquiry item on the menu bar.	
	2. The Leave/OT Inquiry window consists of four tabs. Selection tab is automatically activated when the window is opened. The minimum criteria is Department, Agency and TKU. The Summary tab allows for summary information to be displayed. The Detail tab allows for detail information to be displayed. The Balances tab allows for the balances of leave and/or overtime hours to be displayed.	
	3. The windows are in a report format so that they can be printed as a report.	
References	No Specific References	

Section 8.2.1 - Leave/OT Inquiry

Leave/OT Inquiry

The following window is displayed when Functions, Leave/OT Inquiry is selected from the Menu bar. The steps are described on the following page.



Section 8.2.1 - Leave/OT Inquiry

DCDS Input Procedures Leave/OT Inquiry (Selection Criteria)

Follow the steps below to select a TKU.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.
		Note: When a department has been selected, all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.
		Note: When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number.
		Note: If the user is authorized to view time for only one TKU, that TKU number will automatically display.
4	Approver	Click on the Approver box, if you are an Approver, to view all the employees that require your approval of leave.
5	From Date/To Date	Enter the pay period start and end dates to view data. The current pay period dates are automatically displayed.
6	Display	Click on the type of requests to view (Leave, Overtime or Both).
7	Select button	Click on the Select button located at the top of the window (or press Alt + L). Employee information appears in the Selection List window based on the selection criteria. Employee names will appear in alphabetical order.
8	Selection List window	Highlight the employee to be viewed and click on the Summary, Detail, or Balances tab.

^{*}indicates a required field that must be entered

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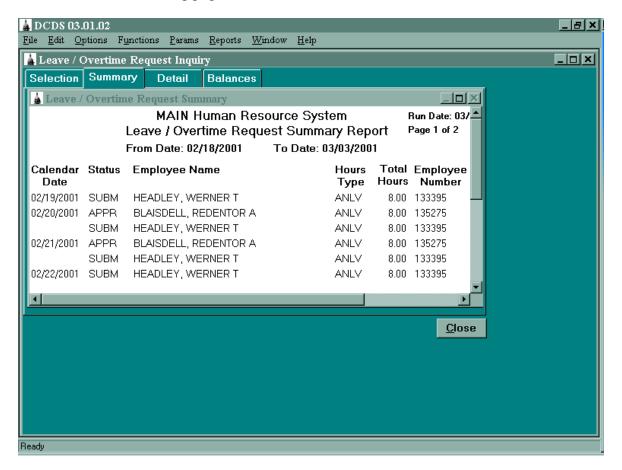
Section 8.2.1 - Leave/OT Inquiry

Leave/OT Inquiry (Selection List)

Field Name	Description	
Name	The employee's name.	
SSN	The employee's Social Security Number.	
Eff Dt	The employee's Appointment Effective Date.	
Exempt	The Fair Labor Standards Act (FLSA) code which indicates the employee's overtime pay eligibility. Y - Not Eligible	
	N - Eligible Note: A Y* indicates eligibility on an exception basis.	
FLSA Exp Dt	The Expiration Date of an exception for FLSA overtime approval.	
Emp No.	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).	

Leave/OT Inquiry Summary Tab

The following window is displayed when the Summary tab is clicked. The fields displayed are described on the following page.



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Section 8.2.1 - Leave/OT Inquiry

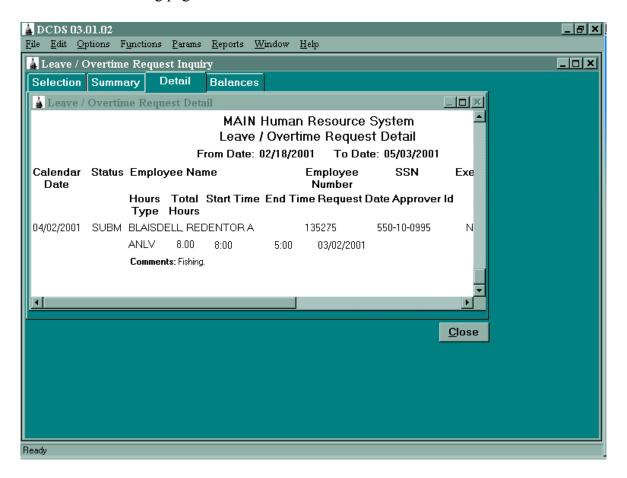
Leave/OT Inquiry Summary Tab

Field Name	Description
Calendar Date	The pay period end date of the request.
Status	The status of the request
	SUBM - Submitted
	APPR - Approved
	RJCT - Rejected
Employee Name	The employee's name.
Hours Type	The type of leave or overtime hours requested.
Hours Total	The total of hours requested for each hours type.
Employee Number	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).
SSN	The employee's Social Security Number.

Section 8.2.1 - Leave/OT Inquiry

Leave/OT Inquiry Detail Tab

The following window is displayed when the Detail tab is clicked. The fields displayed are described on the following pages.



Section 8.2.1 - Leave/OT Inquiry

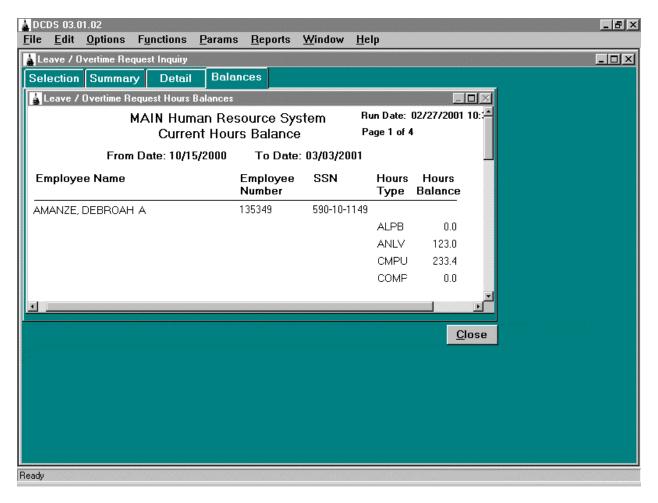
Leave/OT Inquiry Detail Tab

Field Name	Description
Calendar Date	The pay period end date of the request.
Status	The status of the request
	SUBM - Submitted
	APPR - Approved
	RJCT - Rejected
Employee Name	The employee's name.
Employee Number	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).
SSN	The employee's Social Security Number.
Exempt FLSA Exp Dt	The expiration date of an exception for FLSA overtime.
Hours Type	The type of leave or overtime hours requested.
Total Hours	The total of hours requested for each hours type.
Start Time/End Time	The Start and End time of leave or overtime.
Request Date	The date when the leave or overtime was requested.
Approver ID	The ID of the person who approved the leave or overtime request.
Approval Date	The date when the leave or overtime request was approved.

Section 8.2.1 - Leave/OT Inquiry

Leave/OT Inquiry Balances Tab

The following window is displayed when the Balances tab is clicked. The fields displayed are described on the following page.



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Section 8.2.1 - Leave/OT Inquiry

Leave/OT Inquiry Balances Tab

Field Name	Description
Employee Name	The employee's name.
Employee Number	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).
SSN	Employee's Social Security Number.
Hours Type	The type of leave or overtime hours displayed.
Hours Balance	The balance of hours for each hours type.